

MEMORANDUM

RONALD SCOTT OWENS

PLACER COUNTY DISTRICT ATTORNEY

To: Honorable Board of Supervisors
From: Ronald Scott Owens, District Attorney 
Date: April 5, 2011
Subject: Authorization for Out-of-State Travel

ACTION REQUESTED

Approval for out-of-state travel for Placer County Sexual Assault Response Team (SART) to attend the Sixth National SART Training Conference on May 25-27, 2011, in Austin, Texas. The total cost for this out-of-state travel is estimated at \$5,522 and will be paid for with a scholarship awarded by United States Department of Justice.

BACKGROUND

The Placer County Sexual Assault Response Team (SART) has received a scholarship award of \$1,500 per team member from the United States Department of Justice Office for Victims of Crimes. The SART Team Members are three County employees and one member from a local rape crisis center who will also be attending. Please see summary sheet for details of attendees and costs.

The scholarship enables four team members to attend this high caliber, national conference for the first time ever. The training provides both advanced and basic information, education on emerging topics, case studies and interactive opportunities, research findings, survivor accounts, time for dialogue among presenters and attendees, and a number of sessions that allow for more in-depth exploration of issues.

Training in the area of sexual assault and sexual abuse is crucial. We believe to train as a team, rather than as individuals within each of our disciplines, is vital to the inter-dependency, trust, growth, and momentum of a strong team.

FISCAL IMPACT

The scholarship award of \$1,500 per team member covers the conference registration fee, air travel, hotel and any meals not included with the conference.

Attachments: Three Travel Requests
Summary Sheet

COST OF TRAVEL TO AUSTIN, TEXAS MAY 25 - 27, 2011

Registration Fee (\$425 x 4 people)	\$ 1,700.00
Airfare (\$412.80 x 4 people)	\$ 1,651.20
Lodging for 3 nights (\$360.69 x 4 people)	\$ 1,442.76
Lunches (\$18) for 4 people	\$ 72.00
Dinners (\$36) for 4 people x 4 days	\$ 576.00
Incidentals (\$20) for 4 people	\$ 80.00

	\$ 5,521.96

People traveling:

Stacy McCoy - DA/HHS (DA prepared Travel Request)

Stephanie Rosin - DA (DA prepared Travel Request)

Sage Bourassa - PCSO - Tahoe (DA prepared Travel Request)

Heather Bullis-Cruz - PEACE for Families

Scholarships awarded for SART Team for up to \$1,500 per person
funded by the U.S. Department of Justice, Office of Victims of Crime.



COUNTY OF PLACER TRAVEL REQUEST ON OFFICIAL BUSINESS

TO: COUNTY EXECUTIVE
AUDITOR CONTROLLER

TRAVEL ADVANCE REQUESTED
☒ Yes ☐ No

DATE: 3/15/11

EMPLOYEE TRAVELING: STEPHANIE ROSIN NOTIFY: Ext. _____
OCA: 071506 PCA: 71506

1. Briefly explain the purpose of this trip and how this training will benefit you and the department:
TO ATTEND THE SIXTH NATIONAL SART TRAINING CONFERENCE ON MAY 25 - 27, 2011 IN AUSTIN, TEXAS.

2. Destination(s) AUSTIN TX
City State
3. Travel period: 9:00 AM 5/24/11 9:00 PM 5/27/11
Time Date to Time Date

4. Mode of travel: 5. Training Data:
☒ Air ☐ State Association
☐ Rail ☐ Regional Conference
☐ County Car ☐ National Conference
☐ Private Car with ☐ CPE Units _____
mileage reimbursement ☐ County Training
of miles _____ ☐ Other Professional Development

6. Estimated Expenses:

# OF ITEMS	PER DIEM	ITEM	AMOUNT
	12	Breakfast	\$ -
1	18	Lunch	\$ 18.00
4	36	Dinner	\$ 144.00
3	Nights	Lodging	\$ 360.69
	Airfare	Travel	\$ 412.80
	Prepaid	Tuition	\$ 425.00
4	5	Incidentals	\$ 20.00
Total			\$ 1,380.49

Awarded up to \$1500 scholarship per person - funded

7. If this trip was not budgeted, it will be financed as follows: by the U.S. Department of Justice, Office for Victims of Crime

SUPERVISOR APPROVAL

BY

R. J. Owens
Department Head or Authorized Signature

"I declare under penalty of perjury that the above items stated are true and correct and comply with all requirements of the Placer County Administrative Rules. I understand if an advance has been requested, I will be responsible for repayment of any unused advance in the event of early return or cancellation."

Date

Signature of Declarant

FOR USE BY COUNTY EXECUTIVE:

☐ APPROVED
☐ DISAPPROVED

Comments

County Executive

Date

FOR USE BY BOARD OF SUPERVISORS:

APPROVED/DISAPPROVED BY
PLACER COUNTY BOARD OF SUPERVISORS

Clerk of the Board of Supervisors

By:

Deputy

Date



COUNTY OF PLACER TRAVEL REQUEST ON OFFICIAL BUSINESS

TO: COUNTY EXECUTIVE
AUDITOR CONTROLLER

TRAVEL ADVANCE REQUESTED
[X] Yes [] No

DATE: 3/15/11

EMPLOYEE TRAVELING: STACY McCOY NOTIFY: Ext. _____
OCA: 071506 PCA: 71506

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BY

Department Head or Authorized Signature

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[] DISAPPROVED

Comments

County Executive

Date

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Clerk of the Board of Supervisors

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Deputy

Date



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OCA: 071506 PCA: 71506

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SUPERVISOR APPROVAL

BY

Nancy A. Placer
Department Head or Authorized Signature

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PLACER COUNTY BOARD OF SUPERVISORS

Clerk of the Board of Supervisors

By:

Deputy

Date

